

BUDGET LETTER

SUBJECT: SUPPLEMENTAL LANGUAGE REPORT REQUESTS	NUMBER: 03-35
REFERENCES: SUPPLEMENTAL REPORT OF THE 2003 BUDGET ACT COMPILED BY THE LEGISLATIVE ANALYST'S OFFICE	DATE ISSUED: September 10, 2003
	SUPERSEDES: BL 02-28

TO: Agency Secretaries
Department Directors
Departmental Budget Officers
Departmental Accounting Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

The Supplemental Report of the 2003 Budget Act contains statements of intent or requests of departments for studies or reports adopted by the Legislature.

If departments agreed to the requests in the Supplemental Report when discussed during recent hearings on the 2003-04 Budget, they are strongly advised to comply. The Legislative Analyst's Office (LAO) will be mailing the Supplemental Report to affected departments soon. It is also available on the LAO's website at <http://www.lao.ca.gov/>.

In the interest of maintaining a positive working relationship with the Legislature, departments are to notify the Cabinet Office within the Governor's Office and the Department of Finance (Finance) by September 30, 2003, if they will be unable to comply with any request contained in the Supplemental Report by the specified deadline. Departments should not wait until legislative hearings on the 2004-05 Budget to inform the Legislature why they could not comply. Once departments have informed the Cabinet Office and Finance, they are to notify the Chairperson of the Joint Legislative Budget Committee in writing regarding their inability to comply with the Supplemental Report request.

Please concurrently forward to your Finance Budget Analyst informational copies of correspondence, including notices of late compliance, and all reports or studies submitted to the Legislature in response to the Supplemental Report. Route all responses making policy recommendations through the appropriate Agency Secretary, as applicable. Also, route all responses related to 2004-05 budget matters through Finance for approval in conjunction with Governor's Budget decisions.

Please call your Finance Budget Analyst if you have any questions.

/s/ Kathryn Radtkey-Gaither

KATHRYN RADTKEY-GAITHER
Deputy Director

Upcoming Budget Letters

- Control Section 3.60 Adjustments
- Past, Current, and Budget Year Schedule 10s